

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEWMEXICO 87117-5606**



AIR FORCE MANUAL 23-220

**KIRTLAND AIR FORCE BASE
Supplement 1
30 MAY 1998**

Supply

**REPORTS OF SURVEY FOR AIR FORCE
PROPERTY**

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 CPTS/FMA (Ms. Marie Padilla)

Certified by: 377 CPTS/FMA
(Capt David C. Gleason)

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AFM 23-220, 1 Jul 1996, is supplemented as follows:

This supplement applies to all persons and organizations on Kirtland Air Force Base (KAFB) that prepare, review, or approve DD Form 200, **Financial Liability Investigation of Property Loss**.

5.3.1. Fifteen days from the day of the discovery of the loss, the organization will complete the preliminary investigation phase--blocks 1 through 8. This includes appointing an investigating officer.

5.3.2. Thirty days for the investigating officer and the responsible officer to complete the initiation phase--blocks 9 through 17. This includes interviewing all persons involved in the case and returning reports of survey (ROS) to the ROS Program Manager. A detailed list of investigator's duties are contained in Chapter 7 of the basic instruction. If the 30 day investigation phase is exceeded, the unit commander must submit a memorandum stating why the investigation is not complete.

5.3.3. Five days for the ROS program manager to send the ROS to the accountable officer for the adjustment of property records and to send a copy of the ROS file to person(s) who may be held liable based on the investigators findings and recommendations.

5.3.4. Forty days (thirty days plus ten days mailing time) for the person(s) who may be held liable to respond of their intent.

5.3.5. Five days for the appointing authority to review the file and pass it to the approving authority, if needed.

5.3.6. Thirty days if the appointing authority requires a review by a financial liability officer or board, if needed.

5.3.7. Twenty days for a legal review if financial liability is recommended.

5.3.8. Five days for the approving official to approve the findings and recommendations.

5.3.9. Total time to complete the ROS: 100 days if there is no assessment of financial liability, 130 days if a financial liability officer or board is appointed, and 150 days if financial liability is recommended because a legal review is required.

10.1.1A. The 377 ABW/FM (Comptroller) is designated as the approving authority for reports of survey originating on Kirtland AFB, which are not under the authority of 377th Support Group, 377th Logistics Group, 377th Civil Engineers Group, or 377th Medical Group.

10.2.2.5. The individual assigned to 377 CPTS/FMA as the report of survey assistant is designated, by duty title, as the Base Report of Survey (ROS) Program Manager.

11.2. The 377 CPTS/FMA (Financial Analysis Branch) is designated as the office of primary responsibility for administering the Report of Survey Program.

14.1. Use of DD Form 200, **Financial Liability Investigation of Property Loss**. This form may be obtained on the world wide web @ <http://www.kirtland.af.mil>. Instructions for filling out the form are available from the ROS Program Manager at 377 CPTS/FMA.

14.1.3. Block 4. Enter the national stock number (NSN) of the item that was actually lost, not a primary authorized or a substitute NSN for the item number.

14.1.6. Block 7. Replacement cost is the current stock list price of the identical item; that is, the same stock number.

14.1.8. Block 9. The investigation official (IO) must explain what happened and include the following information: who is the responsible person(s), what is the loss, theft, or damage, when did the incident happen, and what caused the loss, damage, theft, or destruction: negligence, willful misconduct, or unauthorized use. Explain circumstances in detail. Investigating officer must find out if the individual being charged is scheduled to retire or be reassigned within six months of the investigation. If so, a statement to that effect must be included in block 9. This is to ensure that if the individual is assessed financial liability, the government can collect money owed. All parties must expedite the submission of the ROS to the administrator.

14.1.9. Block 10. The IO must state a recommendation of negligence or non-negligence and a statement of corrective action taken to prevent recurrence.

14.1.10. Block 12b. The responsible officer or the reviewing authority must enter his or her comments and recommendations. If financial assessment is recommended, the IO will have the responsible individual complete blocks 16a-16h.

14.1.15. The individual must complete and sign blocks 16a-16h if the individual is to be charged prior to submitting the DD Form 200 to 377 CPTS/FMA. The commander or IO must advise the individual of the right to obtain legal advice. Active duty personnel may obtain legal advice from the Area Defense Counsel. Civilians can obtain legal advice at their own expense.

14.1.21. Block 16g. If individual refuses to sign, type the statement, "Individual refused to sign," in block 16g and continue processing the DD Form 200.

14.1.23. The accountable officer must complete and sign blocks 17a-17f prior to submitting the DD Form 200 to the report of survey administrator. Accountable officers are as follows:

For Loss/Damage/Destruction Of Contact

Supply items	377 LG/LGS (Chief of Supply)
Vehicles	377 LG/LGT (Chief of Transportation)
Computer equipment	377 CS/SCBE (ADPE Monitor)
Communication equipment	377 CS/SCMR (Communication Monitor)

15.2.3. The report of survey administrator can provide assistance in computing depreciation costs.

DANNYM. BRANCH, Lt Col, USAF
Comptroller